

~~SECRET~~1 July 1950
29 June 1950

MEMORANDUM FOR: Acting Chief, [redacted]
 Chief, [redacted]
 Chief, [redacted]
 Acting Chief, [redacted]

SUBJECT: Allotment Account Charges, Fiscal Year 1951

See next p.
 1. In order to eliminate some of the confusion which existed during the past fiscal year regarding charges to the various allotment accounts, the following will be used as a general guide by employees of the Services Division in the coming fiscal year 1951:

ITEMALLOTMENT ACCOUNTTRANSPORTATION

1. Travel (Except unvouchered)

Branch to which traveller is assigned.

2. Transportation of equipment, supplies, or materials purchased f.o.b. point of origin

Same allotment account as the purchase of such equipment, supplies or materials. (Under this procedure transportation of items purchased for stock would, of course, be chargeable to the Stock Account.)

3. Transportation of equipment, supplies, or materials to field stations

Field Station concerned.

POSTAGE STAMPS

1. Postage Stamps (Stocked by Supply Branch, formerly handled by Fiscal Division)

Stock Account

TELEPHONE AND TELETYPE SERVICE

1. All charges for telephone services in Washington area (Including rental of switchboard, connects, disconnects, installations, service charges, long distance calls, private telephone lines, and telephone directories)

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|---|------------------------|
| 3. Teletype equipment and services. | Office requiring same. |
| 4. Teletype paper and related supplies. | Stock Account. |
| 5. Purchase, installation, repair and maintenance of Inter-Communication Systems. | Office requiring same. |

SPACE - RENTAL, UTILITIES, MAINTENANCE, REPAIR, MOVES, ETC.

1. All utilities and rental of all office, warehouse and garage space in the Washington area. (The [redacted] Garage are to be considered in the Washington area.)

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25X1A6A

25X1

2. Rents and utilities for field installations. (This includes [redacted])

Field Installation concerned.

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3. Renovations, alterations, repair, and maintenance of all office, warehouse and garage space in the Washington area. (Including the [redacted])

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4. Renovations, alterations, repair and maintenance of field installations. ([redacted])

Field Installation concerned.

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5. Laborers and trucks on reimbursable basis from GSA.

6. Guards on reimbursable basis from GSA.

I&SS.

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FORMS

1. All standard and agency forms.
2. IBM and other special forms.

Stock Account.

Office requiring same.

MEDICAL SUPPLIES AND EQUIPMENT

25X1A

(See CIA Administrative Instruction No. [redacted] dated 3 January 1950.)

BOOKS, NEWSPAPERS, MAGAZINES, AND RELATED PUBLICATIONS

These will be charged to the Publications Expense Allotment Account No. 611-107, OCD, unless otherwise specially provided for.

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EXECUTIVE TYPE EQUIPMENT

1. Class "A" and "B" Property.

Stock Account.

STANDARD OFFICE FURNITURE, EQUIPMENT AND SUPPLIES

1. Stationery and routine standard common-use office supplies carried in stock.
(To include stencils, ditto paper [redacted])

Stock Account.

ILLEGIB

2. Standard common-use office furniture, and equipment carried in stock.
(Including safe filing equipment, time stamps, adding machines, calculating machines, dictating and transcribing machines.)

Stock Account.

NONSTANDARD OR SPECIAL EQUIPMENT, SUPPLIES OR MATERIALS

1. Reproduction Supplies carried in stock for use by Reproduction Branch.
(including mimeograph paper).

[redacted]

25X1

2. Reproduction and photographic equipment.
(Including Davidson and Multilith Presses, Microfilm Machines, Cameras, Mimeograph Machines and Ditto Machines).

Office requiring same.
(To be charged to [redacted] only when requested for use in that Branch.)

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3. IBM and other special typewriters.

Office requiring same.

4. Rental of special equipment or business machines.

Office requiring same.

5. New Plates for time stamps and installation thereof.

Office requiring same.

6. Special supplies, equipment, and materials required for operation of a particular activity. Examples are listed as follows:

Activity requiring same.

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- a. Fork lifts and other warehouse type equipment required at [redacted]

25X1A6A

- b. Lumber and other packing and crating supplies required at [redacted]

25X1A6A

- c. Tools required in carrying on operations at [redacted] (including tools required in Typewriter and Furniture Repair Shops).

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- d. Fork lifts required at [redacted]

- Procurement and Supply Division, SSS.

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7. Purchase or construction of special type equipment to meet needs of a particular office (such as tables, cabinets, etc., specially constructed by GSA).

Office requiring same.

REPAIRS TO OFFICE FURNITURE AND EQUIPMENT

1. Repair of and repair parts for standard common-use office furniture and equipment. (Including safe filing equipment, time stamps, adding machines, calculating machines, dictating and transcribing machines.)

General Equipment Repair Account

2. Repair of reproduction and photographic equipment.

Office requiring same.

3. Repair of special or non-standard equipment in use by an activity.

Activity requiring same.

4. Repair of all typewriters (Including IBM), *except those under jurisdiction of Field Offices and Field Office*
and repair parts for
5. Repair of Class "A" and "B" Equipment.

General Equipment Repair Account.

Field Office concerned.

General Equipment Repair Account.

7. Binding of Rugs (both new and used).

General Equipment Repair Account.

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SUPPLIES, EQUIPMENT AND SERVICES FOR NATIONAL SECURITY COUNCIL

Supplies, equipment and services requested for the National Security Council will continue to be charged to NSC as in the past.

2. Purchases made by field offices will be charged to the field office concerned.

3. Amendments to the above will be issued by this office at such time as changes occur or other items are to be added.

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Chief, Services Division

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CONCURRED IN:

Budget Analyst

6-30-50
Date

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